



Town of Fairhaven Planning Board

Town Hall

40 Center Street Fairhaven, MA 02719

508-979-4082

INSTRUCTIONS TO BE FOLLOWED WHEN PETITIONING THE PLANNING BOARD SPECIAL PERMITS

1. Special Permit application, filed with the Town Clerk and the Planning Board. The next regularly scheduled Planning Board Meeting, which shall be the date of submission to the Planning Board.
2. If applicant is not the property owner then the owner shall sign the application or a letter from the property owner authorizing the applicant to submit the application.
3. A detailed narrative describing how and why the proposal meets the criteria for a Special Permit.
4. Ten prints of the plan.
5. A check made out to the Town of Fairhaven for:
 - SP1. New or renovated space less than 2,500 sf = \$100; or
 - SP2. Plans over 2,500 sf = \$100; or
 - SP3. New floor space up to 30,000 sf = SP2 + (\$0.10/per sf); or
 - SP4. New floor space over 30,000 sf = SP3 + (\$0.01 per sf over 30,000 sf); or
 - SP5. Renovated floor space up to 30,000 sf = SP2 + (\$0.025/per sf); or
 - SP6. Renovated floor space over 30,000 sf = SP4 + (\$0.01/per sf over 30,000 sf); or
 - SP7. Plans creating new and using renovated floor space = SP2 + [(SP3 if under 30,000 sf) or (SP5 up to 30,000 sf + \$0.01 per sf over 30,000 sf)]; or
 - SP8. Plan Revision (for second and additional revisions) = \$0.01 per sfIn addition, a separate check for the cost of advertising the hearing (a deposit of \$110 is required for this expense), plus the cost of mailing legal notices to abutters (a deposit of \$4.42 per abutter is required for this expense), plus an initial engineering fee deposit of \$500 for projects of less than 2,500 sf or \$1,500 for projects greater than 2,500 sf.
6. An abutters list as they appear on the Town tax list, approved by the Town Assessor, for all property owners within a 300 ft. radius of the Site and all surrounding Town's must notified. (Surrounding town's list available in Planning & Economic Developments Office).
7. Ten copies of a Stormwater Management Plan for all Special Permits creating new impervious areas.
8. A Public Hearing is required for all Special Permit applications. A Public Hearing shall be scheduled within 65 days of submittal of the Special Permit request. Said notice must be advertised in two consecutive weeks, the first advertisement being at least fourteen days prior to the hearing.
9. The Planning Board will hold a Public Hearing on the proposed Special Permit at which time the applicant shall present the Special Permit to the Planning Board and the public.
10. Within 90 days of the close of the Public Hearing the Planning Board shall take final action. The granting of the Special Permit requires a 2/3rds vote of the eight-member board.
11. A copy of the decision shall be filed with the Town Clerk and mailed to the owner/applicant.
12. The Special Permit shall only take effect after the completion of the twenty-day Appeal period and the owner/applicant has filed the decision with the Registry of Deeds.



FAIRHAVEN PLANNING BOARD

Application for SPECIAL PERMIT

Town Clerks Stamp

Fairhaven, Massachusetts

Date: _____, 20____

The undersigned petitions the PLANNING BOARD FOR A SPECIAL PERMIT in the manner and for the reasons herein after set forth, the application of the provisions of the zoning ordinance and MGL c. 40A, § 9 to the following described Site:

Name of Applicant(s): _____

Applicant(s) Address: _____

Phone Number: _____ Fax Number: _____

Name of Owner(s): _____

Owner(s) Address: _____

Name of Engineer/Architect: _____

Engineer/Architect Address: _____

Phone Number: _____ Fax Number: _____

1. Location of Site: _____

2. Assessors' Plat(s): _____ Lot No(s): _____

3. Zoning District in which Site is located: _____

4. State present use of site: _____

5. Give size of existing building(s), if applicable: _____

6. Give extent of proposed alterations, if applicable: _____

7. Number of families building is to be used, if applicable: _____

8. Have you submitted plans to the Building Inspector? _____ Has he refused a permit? _____

9. Please attach a detailed narrative and any other documentation that supports your request.

Applicant Signature: _____ Owner Signature: _____

File one completed form with the Planning Board and one copy with the Town Clerk.